

POLICE SERGEANT 2004-2005 APPLICATION INFORMATION

Police Sergeant Candidate:

The following information is being provided to assist you in understanding the examination process for Police Sergeant.

Examination Process

The examination process for Police Sergeant consists of the Application including the List of Supervisors and four basic examination components: 1) Written Examination, 2) Tactical Scene Simulation, 3) Oral Interview including the Writing Exercise, 4) Assessment of Promotability (AP). Candidates must successfully pass each phase of the examination in order to continue on to the next examination phase.

Information concerning the AP will be distributed to all candidates with their application package; however, only those candidates successfully passing the Written Examination and Tactical Scene Simulation will be required to submit a completed AP packet.

Additional information regarding each phase of the examination, including examination weights, is specified on the Job Opportunity Bulletin.

Application and List of Supervisors

All candidates must submit a completed Civil Service application and list of supervisors by the filing deadline of 4:30 p.m., Friday, December 17, 2004. The list of supervisors must specify all supervisors who have supervised you during the past five years and the dates will be required to participate in the AP process. Candidates who do not have a total of five (5) years of service with the LBPd as a Corporal, Police Officer and/or Police Recruit, should list all supervisors since date of hire. The list should include Sergeant, Lieutenants, commanders and non-sworn Police Department managers/supervisors. A notation should be made for those supervisors who are listed but not currently employed with the LBPd or who did not supervise you for the minimum six-month period.

Candidates may use the form attached to the application or prepare their own listing provided all necessary information is shown in the specified format.

Written Examination

All candidates who meet the minimum requirements to file as specified on the Job Opportunity Bulletin and submit a completed application (including List of Supervisors) by the filing deadline will be scheduled for the written examination. Candidates will be informed by mail of the date, time and location of the written examination, tentatively scheduled for the week of January 8-15, 2005. Candidates not receiving personal notification of the written examination by January 5, 2005 must call the Civil Service Department by noon, January 7, 2005 to obtain written examination information.

Material for the written examination is based upon the suggested reading list. A copy is included with the application package.

POLICE SERGEANT 2004-2005 APPLICATION INFORMATION

Please see the Job Opportunity Bulletin for information on the cut-off score and conversion.

All candidates will be notified by mail, of the results of the Written Examination. A list of those candidates being invited to the Tactical Scene Simulation will be sent to the Chief of Police by January 19, 2005.

Tactical Scene Simulation

The second phase of the examination, the Tactical Scene Simulation, is scheduled for the week of January 31, 2005. Candidates passing the written examination will be sent their schedule appointment and any additional information regarding the Tactical Scene Simulation.

All candidates will be notified by mail, of the results of the Tactical Scene Simulation. A list of those candidates being invited to the Oral Interview/Writing Exercise will be sent to the Chief of Police by February 9, 2005.

Deadline for Submittal of Assessment of Promotability (AP) Packet

All candidates successfully passing the Written Examination and Tactical Scene Simulation will be required to submit a completed AP packet to the Civil Service Department by 4:30 p.m., Friday, February 18, 2005. Candidates failing to submit a completed AP packet by the filing deadline will be eliminated from the process. Candidates should begin collecting documents and preparing AP packets in advance of the deadline. Detailed information and instructions on the AP are included in the application package.

Oral Interview including Writing Exercise

The Oral Interview, including the Writing Exercise, is tentatively schedule for the week of February 28, 2005. Only those candidates receiving passing scores on the Oral Interview/Writing Exercise will be invited to participate in the Assessment of Promotability phase of the examination. Despite the completion and submission of an AP packet, those candidates no passing the Oral Interview/Writing Exercise will be eliminated from the process and will not be part of the AP process.

All candidates will be notified by mail, of the results of Oral Interview/Writing Exercise. A list of those candidates being invited to the Oral Interview/Writing Exercise will be sent to the Chief of Police by March 9, 2005.

Assessment of Promotability

The AP is tentatively schedule for the week of March 21, 2005. An Assessment of Promotability Evaluation Panel will evaluate the AP Interview, AP packet, the departmental Written Evaluation, and any written comments form the candidate. The AP panel will be comprised of three Long Beach Police Department Commanders, along with a non-scoring Civil Service representative.

POLICE SERGEANT 2004-2005 APPLICATION INFORMATION

Candidates cannot fail the Assessment of Promotability phase of the examination. Scores will range from 70 to 100. Instructions and detailed information concerning the AP is included in the attached information.

A tentative examination schedule is attached. Please note that this is a TENTATIVE schedule. Depending on the number of candidates continuing in each phase of the exam, the schedule may need to be revised. Additional information will be provided to candidates as it becomes finalized.

If you have any questions, please call Chris Daclan, Personnel Analyst at 570-6977 or 570-6202.



POLICE SERGEANT

Tentative Examination Schedule

Applications Available	Friday, December 3, 2004
Applications/List of Supervisors Due	Friday, December 17, 2004
Written Examination	January 8-15, 2005
Tactical Scene Simulation	January 31 – February 4, 2005
AP Packages Due	Friday, February 18, 2005
Oral Interviews including Writing Exercise	February 28 – March 5, 2005
AP – Departmental Input	February 18 – March 18, 2005
AP Interviews	Week of March 21, 2005
Approval of Examination Results	Wednesday, March 30, 2005

Please note that this is a tentative examination schedule. Depending on the number of candidates continuing in each phase of the examination, the schedule may need to be revised. Additional information will be provided to candidates as it becomes finalized. If you have any questions, please call Chris Daclan, Personnel Analyst, at (562) 570-6977 or (562) 570-6202.



Date: November 18, 2004
To: WATCH REPORT – SWORN PERSONNEL
From: Debbie Smith, Administrator, Personnel Division
Subject: **UPDATE - 2005 POLICE SERGEANT'S EXAMINATION PROCESS**

To update you on where things stand in regards to the upcoming sergeants exam, the following is provided. The timeline for the exam is currently being finalized. The exam bulletin and application for Police Sergeant is tentatively scheduled to begin the first of December. The dates for the written examination, tactical simulation, oral interview including writing exercise, and the assessment of promotability have yet to be confirmed, but is anticipated to begin in January 2005 through March. The exam will be open to current classified Police Officers in the LBPD with at least three years' permanent service as a Police Officer and/or Police Recruit prior to the filing deadline and to current classified Police Corporals in the LBPD. You will be notified as soon as actual dates have been confirmed.

The following study list is highly recommended. As a reminder, candidates will be responsible for knowledge of material required of a Police Officer, including the Penal Code and Vehicle Code.

Books:

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|---|--|
| 1. "The Crime Fighter" | Author(s): Jack Maple and Chris Mitchell |
| 2. "Sound Doctrine – A Tactical Primer" | Author: Charles "Sid" Heal |
| 3. "Leadership Challenge" | Author(s): James M. Kouzes & Barry Z. Posner |

Professional Documents or Publications:

1. Long Beach Police Department Manual
2. Long Beach Police Department Training Bulletins
3. Long Beach Police Department Officer Involved Shooting Procedures Manual
4. Long Beach Police Department Community Oriented Public Safety Manual
5. Long Beach Civil Service Commission Rules and Regulations
6. City of Long Beach Policy and Directive on Unlawful Harassment Complaints
7. California Government Code Section 3300
8. Current Memorandum of Understanding between the City of Long Beach and the Long Beach Police Officers Association
9. Current Memorandum of Understanding between the City of Long Beach and the Long Beach International Association of Machinists and Aerospace Workers, Lodge 1930, District Lodge 777
10. Long Beach Voices – What Residents Say About Themselves, Their Neighborhoods, and Their Police Department by: Brenda Vogel, Ph.D., Allan Abrahamse, Ph.D., Gregory Robinson, Ph.D. – January, 2004 (including the Executive Summary by Dr. Kendall Price)

Should you have any questions, feel free to contact me on extension 87310 or Analyst Nancy Morlock on extension 87045.

**POLICE SERGEANT 2004-2005
LIST OF SUPERVISORS**

Candidate: _____ **Page** _____

List the names of individuals (Sergeants, Lieutenants, Commanders, Non-sworn Managers, etc.) who have supervised you **during the last five years (since December 17, 1999)**. Please make a notation next to the name of any supervisor listed who did not supervise you for a minimum of six months, has retired or is no longer with the LBPd. Candidates who have less than five years experience as a Police Officer or Police Recruit with the City of Long Beach should list supervisors since date of hire. Attach additional sheets if necessary. Please begin with your current assignment/supervisors. Candidates may use the forms provided or prepare their own list provided the required format is followed.

The List of Supervisors must be submitted to the Civil Service Department by close of filing, 4:30 p.m., Friday, December 17, 2004.

Your Current Assignment: _____

Dates: _____ **Division:** _____

Name/Title of Supervisor	Dates Supervised	Comments

Candidates must submit information on all supervisors since December 17, 1999 or date of hire if less than 5 years as a Police Officer/Recruit. Attach additional sheets as necessary

**POLICE SERGEANT 2004-2005
LIST OF SUPERVISORS**

Candidate: _____ **Page** _____

Previous Assignment: _____

Dates: _____ **Division:** _____

Name/Title of Supervisor	Dates Supervised	Comments

Previous Assignment: _____

Dates: _____ **Division:** _____

Name/Title of Supervisor	Dates Supervised	Comments

Candidates must submit information on all supervisors since December 17, 1999 or date of hire if less than 5 years as a Police Officer/Recruit. Attach additional sheets as necessary

POLICE SERGEANT 2004-2005 ASSESSMENT OF PROMOTABILITY INSTRUCTIONS

Candidates successfully passing the Written Examination and Tactical Scene Simulation will be required to submit an Assessment of Promotability (AP) packet to the Civil Service Department by **4:30 p.m., Friday, February 18, 2005.**

All Police Sergeant candidates must submit a completed List of Supervisors with their applications in order to participate in the examination process. Candidates may use the attached forms or prepare their own packet provided the required format is followed.

All candidates who successfully pass the first three phases of the examination – the Written, Tactical Exercises, and Oral Interview (including the Writing Exercise) - will move on the Assessment of Promotability portion of the Police Sergeant examination. In the Assessment of Promotability, candidates will be evaluated in four dimensions. These are:

1. Initiative
2. Interpersonal Skills
3. Ability to Work in an Organization Setting*-
4. Compliance with Rules and Regulations/Discipline

Your Assessment of Promotability packet will be utilized by your supervisors and former supervisors to assist them in developing written comments for the Assessment of Promotability . Input from your supervisors will be compiled into a composite Assessment of Promotability Written Evaluation that will be coordinated by your current Commander. The Assessment of Promotability Written Evaluation will be shared with the candidate and the candidate will be given an opportunity to prepare a written explanation or rebuttal to accompany the Written Evaluation.

In addition to the preparation of these written components of the Assessment of Promotability, each candidate will be interviewed by the Assessment of Promotability Evaluation Panel. The Panel will ask questions regarding your Assessment of Promotability packet and allow you to highlight the points that you feel are most important.

The Assessment of Promotability packet, the departmental Written Evaluation, any written comments from the candidate and the Interview will be evaluated by the **Assessment of Promotability Evaluation Panel**. The Assessment of Promotability Evaluation Panel will be comprised of three Commanders from the Long Beach Police Department and a non-scoring Civil Service Representative.

Candidates are responsible for completing the Assessment of Promotability packet including self-evaluations, providing all necessary documentation to their personnel files, and arranging to meet with each of their listed supervisors. The information you provide will enable your supervisors and the Assessment of Promotability Evaluation Panel to appropriately assess your performance in each of the four dimensions. Although you may believe that your supervisors are fully aware of all of your accomplishments during your employment with the Long Beach Police Department, please be as thorough as possible. It is to your advantage to provide clear and concise information to assist your evaluators.

POLICE SERGEANT 2004-2005 ASSESSMENT OF PROMOTABILITY INSTRUCTIONS

Following receipt of the Assessment of Promotability packets, the Civil Service Department and Police Department will confirm the evaluators for each candidate and notify the appropriate supervisors. Supervisors who have supervised a candidate, during the past five years, for a period of at least six months, are required to participate in the Assessment of Promotability evaluation for the candidate. Supervisors will be required to meet with each of their candidates for an initial meeting to discuss the information submitted by the candidate. The candidate's current Commander will meet with all of the candidate's evaluators and prepare a composite written evaluation of the candidate. This final written evaluation will be reviewed with the candidate. The candidate must sign that the evaluation has been reviewed. This is NOT an opportunity to provide additional information to the evaluators in an effort to enhance comments. This review is designed solely to verify that the candidate has reviewed the written comments. The candidate may prepare a written explanation or rebuttal to be included with the written evaluation. Any written comments must be submitted to the Civil Service Department. (Civil Service will notify candidates of the date these comments must be submitted). This written explanation/ rebuttal is the candidate's opportunity to present, in writing, facts that may enhance the written evaluation comments or to provide the candidate's perspective regarding an incident.

After all written material has been collected, the Assessment of Promotability panel will review all documentation submitted by or on behalf of the candidate. The panel will assign a score based on the written materials. The candidate will also appear before the Assessment of Promotability Evaluation Panel and will discuss orally his/her Assessment of Promotability packet, including any areas that the candidate wishes to emphasize or highlight. The panel will assign a score based on skills the candidate displayed in the interview. An overall score for the Assessment of Promotability will be assigned based on both the written and interview scores. The resulting scores will be on a scale of 70 to 100. Candidates cannot fail the Assessment of Promotability.

POLICE SERGEANT 2004-2005 ASSESSMENT OF PROMOTABILITY INSTRUCTIONS

1. In the Assessment of Promotability packet, applicants must provide information about their qualifications in each area. The information you provide may be printed or typed. Forms are included for use by the applicant or the applicant may choose to prepare their own forms; however, the information must be provided in the same format and order as instructed. Your Assessment of Promotability packet will NOT be evaluated on any special graphics, pictures, bindings or covers you submit. For this reason, **please submit your packet using the attached forms or on plain, white, 8 ½ " x 11" paper, either stapled or clipped, with your name on the front page.** Any special graphics, pictures, bindings or covers that are submitted will be detached before being presented to the rating panel. Please be sure your papers are clear and legible. Be sure your name is on each page. Number your pages and write only on one side of the paper. Do not submit a resume in lieu of providing the information in the requested format.
2. Please note that the requirements for each of the four dimensions are not the same. A self-evaluation is required for Dimensions 2, 3 and 4. Dimension 1 – initiative does not require a separate self-evaluation as these sections in Dimension 1 require you to clarify how your accomplishments in these areas have helped in preparing you for the position of Police Sergeant.
3. Documentation is required for education and training. Candidates must ensure that all relevant documentation is submitted to the Long Beach Police Department's Personnel office by close of filing, 4:30 p.m., Friday, February 18, 2005. Please submit all documentation in the same order as listed in your Assessment of Promotability packet. Documentation should be submitted in a sealed envelope to the attention of Debbie Bonesteel-Smith, Administrator, Police Personnel.
4. Self-evaluations must be submitted for Dimensions 2,3, and 4 and should explain your own perceptions of competence in these areas. You may also submit supporting documentation about your performance or capabilities in these areas. Please reference events and/or activities with the past 5 years through close of filing (December 17, 2004).
5. Specific instructions and definitions for each of the dimensions are attached. Scoring guidelines are also included at the end of the package.
6. In preparing your Assessment of Promotability packet, please keep in mind that your supervisors will be seeking to evaluate how well you will perform at the level of Sergeant. It is to the candidate's benefit to ensure all information is presented in a clear and concise manner, with all required documentation, to aid the evaluators in assessing your qualifications. In all areas, candidates should include not only what you have accomplished, but also how this applies to the level of Sergeant.
7. The List of Supervisors is considered a part of the Assessment of Promotability packet. It must be submitted with the application and the rest of the Assessment of Promotability packet.

POLICE SERGEANT 2004-2005 ASSESSMENT OF PROMOTABILITY INSTRUCTIONS

FORMAT FOR PACKET

DIMENSION 1- INITIATIVE

Actively influences events rather than passively accepting; self-starting. Takes action beyond what is called for, originates actions rather than just responding to events, both on and off duty. Active interest and involvement in job assignments and outside activities (special projects, educational achievements, attitude toward job, dependability).

A. Employment Experience

List your employment assignments as they relate to the position of Police Sergeant. Be specific. Include dates worked (from/to), names of supervisors, special assignments, duties performed. Specify exact dates (date/month/year). Do not skip any period of time. If you were off work for an extended absence, please list dates and state – “leave”.

B. Education/Training

List your education and training as they relate to the position of Police Sergeant. Include degrees, certificates earned, names of institutions, course titles, numbers of units, dates attended (from/to), course content, educational goal, etc. Indicate how your educational achievements have prepared you to assume the position of Police Sergeant and how you have applied this education to your current position.

C. Outside Activities (Job Related)

List any community-based organizations you are and/or have been involved in which relate to the position of Police Sergeant. Be specific. Include names of organizations, types of activity, your role, dates involved (from/to) and how your participation in this activity has assisted you in your preparation for Police Sergeant.

D. Professional Contributions

List contributions you have made toward the betterment of the Long Beach Police Department and the furtherance of its goals. Be specific. Include the nature of the contribution (e.g. suggestions, special projects originated, etc.), dates, and consequences of your contribution (how did your contribution has assisted you in your preparation for the position of Police Sergeant.

E. Commendations

List the following: Commendations received – please be specific, include date(s), type of commendation and the purpose of the commendation; commendations for individual efforts are preferred.

POLICE SERGEANT 2004-2005 ASSESSMENT OF PROMOTABILITY INSTRUCTIONS

The following dimensions require a self-evaluation by the applicant.

DIMENSION 2 - INTERPERSONAL SKILLS

Ability to perceive and react to the needs of others, paying attention to others' feelings and ideas, accepts what others have to say and perceives the impact of self on others. (This includes responsiveness while maintaining productive relationships with others; work sensitivity to human-needs side of issues; knowing how to criticize and receive criticism constructively.)

DIMENSION 3 - ABILITY TO WORK IN AN ORGANIZATIONAL SETTING

Knows when to use discretion and restraint in handling sensitive assignments while ensuring successful completion of assignment; understands relationship of various components of Criminal Justice system; perceives the impact of decisions on the rest of the organization; knows when to compromise and when to stand his or her ground.

DIMENSION 4 - COMPLIANCE WITH RULES AND REGULATIONS

Ability to work within the scope and intent of the rules and regulations of the Long Beach Police Department, i.e., accepts orders without hesitation, adheres to operational procedures, department rules and regulations with a minimum amount of supervision; follows chain-of-command. Also included in this category: sustained disciplinary history (since 12/17/1999).

Disciplinary actions received or official reprimands placed in your personnel file since December 17, 1999 – again, be specific, citing dates(s) and reason(s) for disciplinary action(s)/reprimand(s). Civil Service, in conjunction with Police Department management will review candidates' files to insure that sustained discipline is referenced by the responsible supervisor's evaluation. It is your responsibility to review any and all personnel files, i.e., Internal Affairs, Divisional, Personnel, to insure the information is complete and accurate.

**POLICE SERGEANT 2004-2005
ASSESSMENT OF PROMOTABILITY
INITIATIVE
EMPLOYMENT EXPERIENCE**

Candidate: _____

Page ____

**POLICE SERGEANT 2004-2005
ASSESSMENT OF PROMOTABILITY
INITIATIVE
EDUCATION/TRAINING**

Candidate: _____

Page ____

**POLICE SERGEANT 2004-2005
ASSESSMENT OF PROMOTABILITY
INITIATIVE
OUTSIDE ACTIVITIES
(Job-Related)**

Candidate: _____

Page ____

**POLICE SERGEANT 2004-2005
ASSESSMENT OF PROMOTABILITY
INITIATIVE
PROFESSIONAL CONTRIBUTIONS
(Police Service Related)**

Candidate: _____

Page ____

**POLICE SERGEANT 2004-2005
ASSESSMENT OF PROMOTABILITY
INITIATIVE
COMMENDATIONS**

Candidate: _____

Page ____

**POLICE SERGEANT 2004-2005
ASSESSMENT OF PROMOTABILITY
SELF EVALUATION
INTERPERSONAL SKILLS**

Candidate: _____

Page ____

**POLICE SERGEANT 2004-2005
ASSESSMENT OF PROMOTABILITY
SELF EVALUATION**

ABILITY TO WORK IN AN ORGANIZATIONAL SETTING

Candidate: _____

Page ____

POLICE SERGEANT 2004-2005
ASSESSMENT OF PROMOTABILITY
SELF EVALUATION
COMPLIANCE WITH RULES AND REGULATIONS

Candidate: _____

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